eNavFit Tips, Tricks, and Best Practices

(Last Updated 19 Apr 2022)

This list is your go-to source for tips, tricks, and best practices while using eNavFit. The eNavFit team is diligently working toward an optimal user experience. Stay tuned!

1. **What is the best way to complete an EVAL/FITREP using eNavFit?**

   Whether one or 100 reports, all require a Summary Group (SG). Though there are several ways to create and submit a report online, the best practice is outlined below:

   a. While in eNavFit, select "Start Summary Group"
   b. If you are the reporting senior, select "For yourself as Reporting Senior"; if you are a Trusted Agent, select "For someone else as Reporting Senior"

   NOTE TO TRUSTED AGENTS - DO NOT acknowledge the role of the RS. If you have, see #15 below.

   c. On the next tab, either verify your information as the Reporting Senior (RS), or search for your RS via the DOD ID (preferred) or email.
   d. "Summary Group" tab - name the Summary Group (SG) (name, grade, period of report, date, etc…) and populate the SG info
   e. "Reviewer Templates" tab – build now, or add later under "Manage SG". Remember, E7 and above reports do not have Raters/Senior Raters. If a reviewer template is desired, leave the "type" blank. Also, "Regular RS" is for concurrent reports only.
   f. "Members" – add all members of the summary group here. THIS WILL CREATE A SHELL REPORT FOR THE MEMBER TO ACCESS. As long as the SG is in an "Active" status, the member can view and edit their report via "Manage Appraisal" > "My Appraisal".
   g. "Review" – ensure everything looks correct the SG; hit the blue "Submit" button

   NOTE - Members do not need to start their own report if added to a SG

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2. **I know I acknowledged my role as a Reporting Senior (RS) and assigned a Trusted Agent (TA) – WHY CAN'T I BE FOUND?**

   For RS acknowledgement, a <u>key</u> step is getting missed – clicking on the blue "Submit" button after acknowledgement. Without doing that, the system does not update with the new RS information.
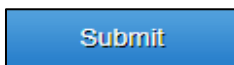
   Similarly, after sharing your queue with your TA, you must select "Start Process".
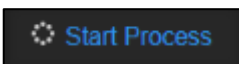
3. I got an "orphan report" error – what do I do?

This error occurs when there are two of the same reports, likely from one created when the member was added to the SG, then the member started one on their own.

a. Change the affected Summary Group status back to "Active"
b. Download the Appraisal Manager (select the "Download" button that appears when you open a Summary group [Manage Summary Group > Active > Open]), the file name should be "eNavFit-FE Manager-XXX", save to preferred location.
c. Once the Appraisal Manager is saved, return to the opened summary group and change the status to "Delete". Select "Ok" to the pop-up, then select save. After saving, close the SG Task browser window
d. Select the "Start Summary Group" tab
e. Select "Upload Offline Form"
f. Select "Browse", locate the downloaded Summary Group, upload here
g. Once the file appears with the file size on screen, select submit.
   NOTE You may receive an email saying the upload failed, but this is another issue we are researching. Please ignore and continue to the next step.
h. Select the "Manage Summary Group" tab
i. Locate and "Open" the uploaded Summary Group (should be named the same as the original)
j. Change the Summary Group status to "Sign" (the system should move the summary group to a sign status if the above steps successfully cleared the orphan error)

4. How to remove/delete a report from a summary group (SG)

There are two options (potential future enhancement to make this easier):

a. Delete Online

1) Open the SG with the report that needs to be removed
2) Change the SG status to "Active"
3) Select the "Reports" Tab
4) Select the show/hide toggle next to the member who needs to be removed
5) Under the "Reports" tab; toggle the "Ops Cdr" switch on
6) Select "Remove" from the member status dropdown
7) Select "ok" in the pop-up
8) Select "Save"
9) Close "SG Task" Browser window
10) Select "Manage Appraisal" from the main menu options
11) Select "Appraisals I have Access To"
12) Select "Open" next to the report for the member you removed
13) The report should open in the Appraisal Task browser window; once opened, select the "Delete" button
14) Select "Ok" in the pop-up

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15) System auto-saves and refreshes. After the refresh, close the appraisal task browser window
16) Select the Manage Appraisal option to refresh your lists
17) Select "Appraisals I have Access To"
18) Report should be deleted

~ OR ~

b. Delete Offline

1) Open the SG via "Manage SG" tab
2) Change SG status to "Active"
3) While on the "Reporting Senior" tab, select "Download"
4) Select "ok" in the pop-up
5) Select "Save As" for the "eNavFit-FE Manager-…" .PDF; save to local desktop or preferred folder.
6) Open the .PDF file using Adobe Reader, click "Enable All Options" if prompted.
7) Click on the black folder icon (View/Edit) next to the report that needs removed.
8) Under "Status", click "Delete", save the .PDF at the top left.
9) Upload the .PDF via "Start SG" tab > "Upload an Offline Form".
10) Ensure to wait for the progress bar to show complete, then select "Submit"
11) Open the SG, verify that the report has been deleted.

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5. Steps to report on multiple UICs

UPDATE – "DUAL-HATTED" toggle no longer required to be on. Ensure reporting seniors re-acknowledge their role with the toggle off, unless they are officially designated as dual-hatted on the SNDL.

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6. "Designator Not Matching Summary Group Designator" error when member is attempting to start appraisal

The trusted agent or reporting senior will need to add the member to the summary group by completing the following steps:

a. Open the Summary Group that the member needs to be added to
b. Ensure the SG status is "Active"
c. Select the Reports Tab
d. Select the "Show/Add" Toggle
e. Search for the Member by DODID or email address associated with their BOL account
f. Select "Add"
g. Select "Save"

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7. Why can't I sign my report?

Though not all-inclusive, below are some of the common reasons why a member cannot sign a report:

a. On a FITREP, a reviewer has been assigned as either a "Rater" or "Senior Rater." FITREPs do not have either, so when a reviewer is assigned to a FITREP, it creates an error in the system, and the member cannot sign (or even see) the report.
b. On any report type, the RS was selected as the "Regular RS" in the reviewer list. "Regular RS" is only for Concurrent reports. If not a Concurrent report, this will create an error, and the report cannot be signed.
c. The SG status has not been shifted to "Sign." The only two instances when either the Reporting Senior or Trusted Agent must manually change the status of the SG are from "Active" to "Route" and from "Reviewed" to "Sign". All other status changes occur automatically when all actions are complete within a status.

8. I signed my report, but when I view it as a. PDF, the signature is gone

This is a known issue that is being actively addressed. In the meantime:

a. Reporting Senior or Trusted Agent, change the status of the Summary Group back to "Active." This will clear out all signatures.
b. Change the status to "Sign" and save.
c. Once all roles have signed all reports, the status should change to "signed."
d. Open each report as a. PDF (select "View Report" under "Manage Summary Group") to ensure the digital signatures are present (this is also good practice to ensure the Remarks block looks the way it is supposed to).
e. If all signatures are present, submit to PERS.
f. If the above does not work, try applying "alt sigs" to the Rater/Senior Rater.

NOTE – ENSURE <u>NOT</u> TO CLICK "SAVE" AFTER SIGNING. SIGNING AUTOMATICALLY PROMPTS A SYSTEM SAVE. CLICKING "SAVE" CAN CAUSE THE SYSTEM TO SENSE A POST-SIGNATURE CHANGE, AND CLEAR ALL SIGNATURES.

9. Why are certain blocks not capitalized?

Note: This issue should be corrected as of 15 Apr 2022

Adobe User Experience has limited spell-check capabilities. Although blocks may appear automatically capitalized while in eNavFit, the report will reflect whatever case it was typed in. If a block is required to be capitalized, ensure to input it with the Caps Lock on. **Additionally, always select "<u>View Report</u>" to ensure everything looks correct, to include required case-sensitive blocks.**

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10. Why does my summary group say "Submitting" and not "Submitted"?

There are several reasons that a Summary Group may be in a "Submitting" status. The program that pulls all of the data from Summary Groups and populates dozens of Pay and Personnel systems, pulls batches from the "Submitting" status. Once that program completes data migration, it pulls another batch, and so on. If the program encounters any errors, it sends the Summary Group to Quality Control, which is manually done by personnel in PERS-32, and takes time. Also, anytime BOL downtime (planned or unplanned) will affect processing time. If your Summary Group is stuck in a "Submitting" status for more than 96-hours, contact MNCC.

11. What should I do if my submitted reports were rejected?

All rejected reports from eNavFit are manually processed and cannot be re-submitted through eNavFit. However, the downloadable forms can be used and digitally signed, then mailed or sent to the PERS-32 reject email: P32REJECTS@NAVY.MIL. A customer service clerk is also available via that email address to assist with rejected reports.

12. What should I do if I receive a "Reporting Senior Not Found" error?

If the reporting senior has NOT acknowledged their User Role, the error "Reporting senior not found" will be displayed after the DODID or email address is input and the search button or enter is pressed. Under "Start Appraisal," the "Reporting Senior Not Found" error will occur if the Reporting Senior has not acknowledged their role and selected the blue submit button. The "Reporting Senior Not Found" error will also occur under "Start Summary Group" if the Reporting Senior hasn't acknowledged their role in the system and hasn't added a Trusted Agent to act on their behalf.

13. How should I address reports that cannot be signed by raters, senior raters, or members?

If any of the signatories cannot sign a report, aside from the Reporting Senior (mandatory), the RS or TA can apply "Alternate Signatures" (toggle next to each signature) and select a reason from the drop-down menu. Ensure not to leave the reason blank, as this is required by policy, but the system is missing this validation (being addressed), which has resulted in eNavFit-submitted SGs being rejected by PERS.

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14. As a trusted agent, I created a summary group, but my reporting senior cannot see it

This is usually caused when a TA acknowledges the role of the RS. The interface reads the TA with the RS information, but the SG is associated with the TAs DOD ID. This cannot be changed online in a summary group. The TA must follow these steps:

a. Select "Manage SG" tab
b. Change the RS information from the RS to your info, save, and submit (blue button)
c. Select "Active" then "Open" the affected SG
d. "Download" the affected SG via the appraisal manager
e. Open the downloaded .PDF appraisal manager. The file name should be "eNavFit-FE Manager-XXX", save to preferred location.
f. Scroll up to page 3 on the .PDF, click on the RS DOD ID (asterisks will change to numbers), change number to the reporting senior's DOD ID, save
g. Delete the online SG (change status to delete), select save
h. Upload offline SG via .PDF (Start SG > Upload)
i. Have RS check to see if they can now see the SG via "Manage SG" > "Active"

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15. I cannot find a member of my summary group in eNavFit/ has an inactive BOL account – what do I do?

To manually add a member to a summary group, it must be done offline via these steps:

a. "Open" the applicable SG via "Manage SG"; ensure status is "Active"
b. Click the "Download" buitton, save the SG .PDF locally (title should be "eNavFit-FE Manager-XXX" – do not change the name)
c. Open the Appraisal Manager (.PDF you just downloaded). Ensure all reports are present
d. Return to eNavFit, change the SG status to "Delete", save
e. Return to the Appraisal Manager, click the black folder icon next to the SG name
f. Select the "Add Report" icon
g. Populate the DOD ID, Name, Email, UIC, Grade/Rate, and Designator if Officer (leave blank if Enlisted), select "Ok"
h. Repeat steps f. – h. for additional members not found in eNavFit
i. Save and close the Appraisal Manager
j. Return to eNavFit, select "Start Summary Group"
k. Select "Upload an offline form"
l. Click the "Browse and Upload" button
m. Locate and select the downloaded Appraisal Manager, wait to ensure full upload, select "Submit"

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n. Select "Manage Summary Group", open uploaded SG, verify newly added members are present
o. Add SG information to added reports (Reports > Show > Open)

This document will be updated as necessary. For the latest and greatest support and information regarding eNavFit, visit: https://www.mynavyhr.navy.mil/Career-Management/Performance-Evaluation/eNAVFIT/

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